Department of Human Services
Diverse Utah Website Events Calendar
Guidelines

About the calendar

Diverse Utah Events Calendar will feature events for ethnic groups (Latino, African-American, Native -American, Asian and Polynesian, etc.) and other diverse communities like people with disabilities, the deaf and hard of hearing, and the Gay, Lesbian, Bisexual, Transgender and Questioning (LGBTQ).

Guidelines for submission

What types of events are appropriate for posting to the Diverse Utah Website Events Calendar?

- Cultural events (cultural celebrations, festivals & community events)
- Cultural Art Exhibits
- Cultural Films
- Culturally related conferences, seminars, or workshops
- Events open to the public

What events will not be posted?

- Fundraisers, political events or demonstrations *will not* be posted

Submitting items to the calendar

How do I submit an event to be posted on the calendar?

Click on the yellow "ADD EVENT" tab on the right side of the calendar and complete the requested information.

The event calendar administrator reviews requests to promote events every Monday morning. Approved events will be posted to the calendar within 72-hours of submission.

If an event does not appear to meet the requirements, the administrator will contact the person who submitted the item and either explain why the event cannot be posted or request more information.

May I submit a flyer or website link to be posted with my event?

A flyer or web link for your event is preferred. Send an e-mail to maromero@utah.gov attaching the suggested flyer (.jpg format preferred) or web link. Include the date and name of your event in the e-mail request.

How often can I post events on the calendar?

There are no restrictions on the number of times an organization may post on the calendar, as long as the content meets the above cited criteria.

What time period will the Events Calendar cover?

The Diverse Utah Event Calendar will list events from the current date up to one year forward. Events posted on the Event Calendar will continue to appear on the calendar for a minimum of a one-year period from the date posted. Users can search for past events in the same manner as they do for upcoming events.

Contact information

Contact Manuel Romero at: maromero@utah.gov or call (801) 538-9875

Diverse Utah Events Calendar web address

http://diversity.hs.utah.gov/dhsculturalcal.html